

**National Institute of Public Cooperation and Child Development**  
**5, Siri Institutional Area, Hauz Khas, New Delhi – 110016**

No. NI/CD/CDU/V/323/2024-24

Dated: 04.09.2024

**Office Order No. 247/2024**

**Subject: Constitution of Institutional Level Grievance Committee for Advanced Diploma in Child Guidance and Counseling 2024-25: student Grievance Redressal Committee (SGRC)**

In compliance with the orders of Hon'ble High Court by all the affiliated colleges of Guru Gobind Singh Indraprastha University, the Institute is complying with the orders and hereby constitutes the Institutional Level Grievance Committee (IGC) as under:


Sl. No.	Name and Designation	Contact	Email ID
1.	Ms. Parul Srivastav Joint Director (AMH)	9810683373	Parul.srivastav1@gmail.com
2.	Ms. Meenu Kapur Assistant Director (AMH)	9868021120	Meenukapur9@gmail.com
3.	Sh. Mushir Alam Assistant Director (Training)	7002130587	Mushir.training@gmail.com
4.	Dr. Tina Gupta Psychiatrist	9711887732	Drtinagupta21@gmail.com
5.	Ms. Akanksha Rohilla Clinical Psychologist	7982245273	Akanksha.rohilla@gmail.com
6.	Ms. Namrata Sharma Students Representative	8882475267	Namrata.cpsych@gmail.com

2. The committee shall work as per the directions issued under Clause 3 (ii) (d) of statute 24 of University ( a copy of the same is enclosed).

**Advisory for students of Advanced Diploma in Child Guidance and Counseling 2024-25 Batch XX:**

- A. **Filing complaints:** Students can approach to any member of the Committee through Mobile phone or by Email or by dropping a written grievance in the Grievance Box placed in the Room No. 107A (Common Room for students of ADCGC) of the Institute.
- B. **Conducting of Proceeding:** The committee shall follow the principle of natural justice
- C. **Time Frame for Disposal of the Complaint / Grievance:** The grievance shall be heard within 15 days of its receipt in case it is serious in nature; it shall be dispose of within a week of hearing.
- D. The meeting of the committee shall be heard in every three months.

3. This issues with the approval of the Competent Authority.

  
(Dr. Sanghamitra Barik) 4/9/24  
Joint Director (CS)

**Copy to:**

1. PS to Director
2. All Joint Directors
3. DD(Admn.) / DD(Accts.)
4. Editor & AAO(G) i/c
5. AAO(P)
6. Notice board of the Class Room
7. Office Order File
8. All concerned members
9. Website of the Institute
10. Ms. Sunita Shiva, Joint Registrar, Affiliation Branch, GGSIPU